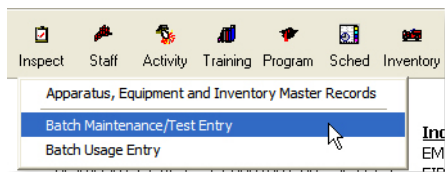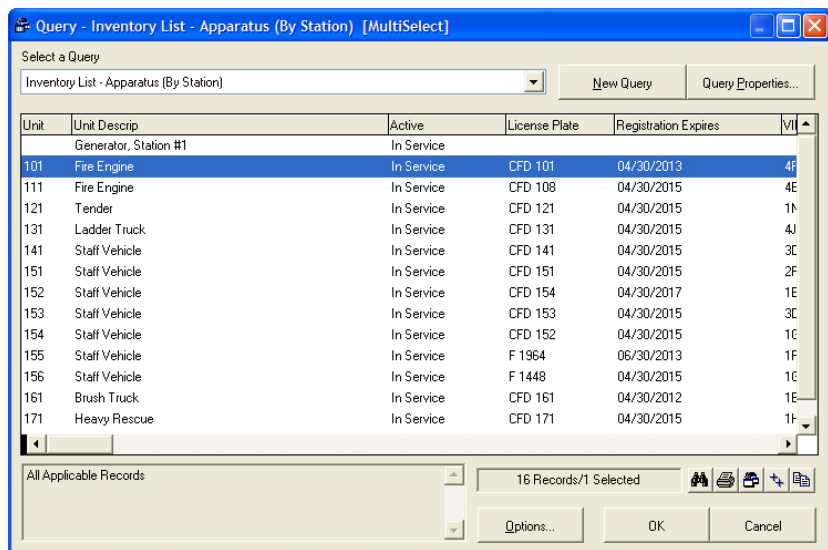## Entering a Weekly Truck Check

Use the following steps to enter a weekly truck check into Firehouse.

To start a weekly truck check in Firehouse, right click on the **Inventory** icon and then select the **Batch Maintenance/Test Entry**.

Next the default query will open listing the apparatus for the station where the computer is located.

Select the apparatus that you have completed the weekly check on. Then double click on the apparatus record or highlight it and then select the **OK** button.
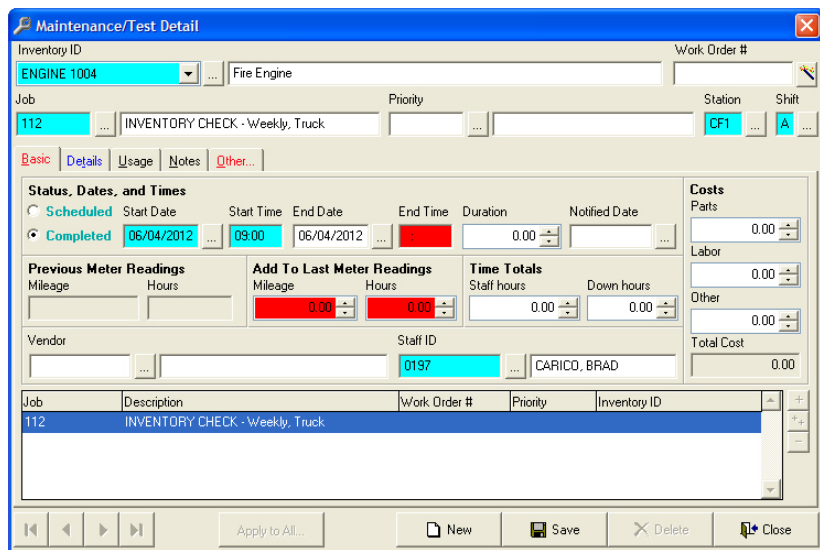
Maintenance/Test Detail Screen

The **Maintenance/Test Detail** screen will open up.

In the **Job** field, enter the code **112** for weekly check or click on the 3-dot box to find the job code in the look-up table.

Fields that are required to be filled in are highlighted in red. Fields include

- **End Date**
- **Mileage**
- **Hours**

* Make certain that the **Completed** button next to the Start Date is checked.

After completing the **Basic** tab, the **Other** tab will remain red. There are user fields associated with the truck check record that need to be completed.

Select the **Other** tab and then on the **User Fields** button to enter the information.

Bring the **Weekly Truck Check** page to the front. You will find the field **Equipment OK?** field is green, making it a required entry.

Selecting the down arrow, two choices for this field will appear. Your choices are **Yes** or **No**.

If the equipment on the truck checked out all right, select **Yes**

At this point, no other information is required to be entered, so select the **Save** button and then the **Close** button.

After returning the maintenance record screen, you can now save and close the maintenance record.

If there is equipment missing or out of service, select **No**.

The **Equipment OK?** field will turn red until entries are made in the compartment or memo fields.

For each area of the apparatus that is missing equipment or has a mechanical problem, uncheck the box on for that area.

When the field opens up it will be required enter what the problem is. Repeat this on all fields with problems.

If the problem does not fit into one of the compartment fields use the **Miscellaneous Notes** section.

Once all your information has been entered select the **Save** and then **Close** button to close the user field's record for your weekly truck check.

This will return you to the maintenance detail record screen.

Select the **Save** button and the truck check record will be saved.

The **Maintenance/Test Detail** screen will close automatically after the record is saved.

Reviewing Weekly Truck Checks for your Apparatus

Weekly truck check reports will be e-mailed daily at 16:00 to each shift's Outlook mailbox. The Fire Chief also receives a copy of this report at that time. This includes the Outlook inbox for the Battalion Chief, Station 1 and Station 2.